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State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

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Sacramento, CA

94244-2720

October 17, 2001

To: CBEDS Coordinators

From: Lynn Baugher, Administrator
Educational Demographics Office

Subject: CBEDS Passwords and Privacy Notification

I am writing to remind you of the conditions of privacy under which the California Department of Education (CDE) collects some of the California Basic Educational Data System (CBEDS) data and to request that you not distribute your password or CBEDS CD to others. Our office encrypts and password-protects your district's data on the CD as part of our obligation to protect the privacy of individual staff data. Your district or county has similar obligations.

From the perspective of privacy, the Professional Assignment Information Form (PAIF) is the most sensitive CBEDS collection because it requires information about each certificated staff member, including that person's name or unique identification number. It is important that you notify certificated staff that your district or county is submitting the PAIF data and that staff receive an explanation of how the data will be used. This information is included on the Privacy Notification, which is on page 33 of your *CBEDS Administrative Manual* and is also on the front page of the *PAIF Instructions* booklets.

Except under the few special conditions described in the Privacy Notification, CDE does not provide data with names or identification numbers except to the same district that submitted the data. It is important that the CD not be used for providing data access to persons or agencies outside your district since it includes names and identification numbers. If your district or county chooses to share data with this personal identification, we recommend that first you ensure that staff are notified of the distribution. If you would like assistance in creating a data file from the CD to share with others, or if you would like direct assistance from our office in creating such a file, please refer to the enclosed instructions that we have prepared for your use.

If you have questions or concerns about this memorandum, please contact our office at (916) 327-0219. Thank you.

enclosure

Options for Obtaining Professional Assignment Information From (PAIF) Data

The California Department of Education collects professional staff information annually as part of the California Basic Educational Data System (CBEDS) data collection. If school district personnel want to obtain formatted data from the Professional Assignment Form (PAIF), there are a number of options available.

Option 1. Request data from California Department of Education.

To obtain a fixed column layout file on diskette or via email, submit a written request on district letterhead with a signature from the district superintendent or designee. If the data file is to be emailed, please provide an Email address and the password to be used when the file is encrypted. Please mail your request to:

Educational Demographics Office
California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720

Option 2. Create a data file from the CBEDS Data Entry Assistant (DEA) Software.

If the CBEDS DEA software was utilized for data submission to the California Department of Education, a data file can easily be created by using the *"File"*, *"Export PAIF data"* option. Options for formatting the data include Fixed Column (Standard data Format – SDF), comma delimited, for .DBF (dBASE or Foxpro format).

If the CBEDS DEA software was not used for data submission to the California Department of Education, the CBEDS DEA software may still be used to create a data file. Install the CBEDS DEA software from the CD that was distributed to all California School Districts. Refer to the "Packing List" that was sent to every school district, to obtain a password used to initialize the database. After the software has been installed, a data file can easily be created by using the *"File"*, *"Export PAIF data"* option. Options for formatting the data include Fixed Column (Standard data Format – SDF), comma delimited, for .DBF (dBASE or Foxpro format). Please note that this data will only contain "pre-loaded" data such as name, district assigned identification number, years of service, etc. The "pre-loaded" data will not include assignment codes, enrollment, grade-level etc.

Please feel free to contact us at (916) 327-0219 if you need assistance.